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ABSTRACT

Rules and regulations governing teacher certification in the Wyoming Public Schools are outlined. Information is given on: (1) definition of terms; (2) general certification regulations; (3) application requirements; (4) denial, suspension, or revocation; (5) types of certification and permits; (6) standard teaching certification in general and professional education; (7) teaching certificate endorsements; (8) special and professional certificates; (9) renewal and permits criteria; and (10) exceptions. Rules of practice and the procedure for hearings on the denial, suspension, and revocation of teachers' and administrators' certificates are appended. (DG)

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RULES AND REGULATIONS GOVERNING TEACHER CERTIFICATION IN THE WYOMING PUBLIC SCHOOLS

These regulations were approved by the
Wyoming State Board of Education,
September 15, 1978
and filed with the Secretary of State,
March 16, 1979

Revisions filed with the Secretary of State,
June 8, 1981
November 14, 1983

STATE DEPARTMENT OF EDUCATION
Lynn Simons, State Superintendent
of Public Instruction

Please direct inquiries to:
Certification and Accrediation Services Unit
STATE DEPARTMENT OF EDUCATION
Hathaway Building, Cheyenne, Wyoming 82002

FOREWORD

One of the most important responsibilities of the State Board of Education is to establish regulations for the certification of educators.

Regulations for certification are a beginning, not an end. Academic preparation is an approach, a way of measuring readiness to enter the profession. It does not guarantee personal qualities in an educator that we also value highly: warmth, compassion, and creativity, among others. Neither does academic preparation guarantee the quality of professional performance.

As inadequate as certification is as a predictor of quality, it is a measure of the kind and quantity of preparation that, in our best collective judgment, is likely to provide the individual with the knowledge and skills needed to enter and keep abreast in the profession.

The State Board of Education, though responsible for adopting regulations, seeks out the experience and knowledge of professional educators themselves in developing and revising the regulations. Together, we continue to work toward standards that implement our mutual objective: an appropriate and rewarding education for Wyoming youth.

Lynn Simons
State Superintendent
of Public Instruction

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TEACHER CERTIFICATION

SECTION 1
Authority

These rules and regulations governing teacher certification are promulgated by the State Board of Education pursuant to the Wyoming Administrative Procedure Act [(W.S. 9-4-101 through 9-4-115), W.S. 21-2-304(a)(iii), and W.S. 21-7-303)].

SECTION 2
Definitions

For the purpose of these regulations the following words and terms shall have meanings as ascribed respectively below:

A. APPLICANT. Any person who has applied for a certificate. An unqualified applicant is an applicant whose certification request cannot be processed within thirty (30) days after its receipt by the director, because all required materials have not been received.

B. CERTIFICATE. The document (license) issued by the State Department of Education, Certification and Accreditation Services Unit, to an individual. It verifies that an Applicant has met the requirements of state law and these regulations for the type of license issued.

C. CERTIFICATION. The process of evaluation by the State Department of Education of applicant's professional preparation and experience, and verification that they fulfill the necessary requirements and are eligible to be employed to perform in specified areas.

D. CLASSROOM TEACHING EXPERIENCE. Experience as a certified teacher assigned to a classroom or library/media center in a K-12 setting. This experience shall include the responsibility for providing daily instruction to students.

E. CONTESTED CASE. A proceeding under these regulations following either the denial of an application or the request that a certificate be suspended or revoked.

F. DEFICIENCY. The extent to which an applicant does not meet stated requirements.

G. DENIAL. The decision by the director not to issue a certificate to an applicant. It is a final order for purposes of going to the State Board of Education for an appeal by means of a petition for a hearing, or a request for an exception by means of a written request.

H. DEPARTMENT. The Wyoming State Department of Education.

I. DIRECTOR. The director of the Certification and Accreditation Services Unit, Wyoming State Department of Education, Hathaway Building, Cheyenne, Wyoming 82002.

J. ENDORSEMENT. A delineation of the types of service that the holder of the certificate may perform in Wyoming public schools.

K. EXAMINATION CREDIT. Credit earned from an accredited institution through examination rather than normal class enrollment and attendance.

L. EXCEPTION. A decision by the State Board of Education that the director will issue a certificate to an applicant with a deficiency. An exception is normally granted for a reasonably short period of time to allow the applicant to make up the deficiency. The exception is limited to the district where the exception request originates and for the time allowed by the State Board of Education.

M. EXCEPTION REQUEST. An applicant's or licensee's written request to the director that the State Board of Education grant an exception.

N. INCOMPETENCY. The inability to perform as a teacher. Incompetency ordinarly manifests itself in a pattern of behavior, rather than in a single incident. Evidence of incompetency is cumulative and must be substantial.

Tests under which a teacher may be judged to be incompetent include:

1. Lack of requisite knowledge in area of assignment;
2. Lack of communication skills;
3. Lack of understanding of the learning process;
4. Lack of appropriate methods of teaching which are commensurate with educational setting;
5. Inability to maintain discipline;

6. Physical or mental incapacitation resulting in an inability to perform duties as a teacher.

O. INSTITUTIONAL RECOMMENDATION. A recommendation for certification by a preparing institution signifying the applicant has completed that institution's approved program of teacher education and/or preparation in a specific field of study related to an endorsement.

P. LICENSEE. Any person who holds a current State of Wyoming certificate.

Q. LIFE CERTIFICATE. Life Certificates are no longer granted. Currently held Life Certificates remain in force.

R. LOCAL BOARD. The board of trustees of a Wyoming school district.

S. LOCAL SUPERINTENDENT. The chief administrative officer of a Wyoming school district.

T. PERMIT. A document (license) issued by the State Department of Education verifying that an applicant meets the specified standards to perform as a substitute teacher, student teacher intern, visiting foreign teacher, school nurse. Also applies to non-degreed areas of teaching specialization.

U. PROFESSIONAL GROWTH CREDIT. Credit for professional activities that is granted by the Professional Standards Board. The credit may be used for the purpose of renewing teaching certificates.

V. PROFESSIONAL STANDARDS BOARD (PSB). A board appointed by the State Board of Education to serve in an advisory capacity to the State Board of Education in matters of professional certification.

W. QUALIFIED TEACHER. A teacher who holds a valid Wyoming teaching certificate and is endorsed to perform the functions assigned.

X. RECENT CREDIT. College credit, or Wyoming State Department of Education approved credit, or professional growth credit earned within the past five years.

Y. RECIPROCITY. Although certificates from other states are not directly transferable to Wyoming, approved programs or teaching experience will be considered and evaluated for credit toward the appropriate certificate.

Z. RENEWAL CREDIT. For certification purposes means undergraduate or graduate academic credit or professional growth renewal credit for State Department workshops and local workshops approved by the State Department of Education.

AA. REVOCATION. The permanent removal of a licensee's certificate by the State Board of Education. Revocation does not prevent a former licensee from becoming a new certificate applicant.

BB. STATE BOARD. The Wyoming State Board of Education.

CC. STATE SUPERINTENDENT. The Wyoming State Superintendent of Public Instruction.

DD. SUPERVISOR. Any certified professional employee of a local board who is employed in an administrative capacity.

EE. SUSPENSION. The temporary removal of a licensee's certificate by the State Board of Education. A suspension is annotated on a current certificate. A suspension expires before the certificate would expire, leaving the certificate in force for the remainder of its stated time when issued.

FF. TEACHER. Any certified professional employee of a local school district other than a supervisor.

GG. TEACHER PREPARATION PROGRAMS (ACCREDITED). College program offered by institutions of higher education which are accredited by the National Council for Accreditation of Teacher Education (NCATE) or other national or regional accrediting associations. The State Board of Education reserves the right to review and approve any teacher education program leading to possible certification of teachers in Wyoming.

HH. THESE REGULATIONS. The Rules and Regulations Governing Teacher Certification in the Wyoming Public Schools includes Appendix A, Rules of Practice and Procedure for Hearings on the Denial, Suspension or Revocation of Wyoming Teacher's and Administrator's Certificates.

SECTION 3
General Regulations

The general regulations that apply to all certified personnel are drawn from two sources: Wyoming law and policies of the State Board of Education.

A. CERTIFICATION REQUIRED. No person may teach or supervise in a public school in this state, nor may any person receive compensation therefor out of any public funds, who at the time of rendering such services is not a holder of or a candidate and qualified for a certificate issued or to be issued under the laws of this state and the rules and regulations of the State Board of Education. (See W.S. 21-7-303.)

B. ASSIGNMENT OF CERTIFIED PERSONNEL. Teachers and supervisors to whom certificates are issued under these regulations must be assigned only to those areas or positions for which their certificates are endorsed.

C. CERTIFIED PERSONNEL RESPONSIBILITY.

1. It is the responsibility of the applicant to satisfy all general regulations of eligibility.

2. The applicant is responsible for payment of the appropriate fees according to current State Board of Education fee schedules.

3. All fees must be paid in cash or by money order or cashier's check, payable to the Certification and Accreditation Services Unit, State Department of Education. Materials required for certification must be received within one year from the date of application or an additional fee will be charged. Fees are not refundable.

D. CHARACTER. All applicants shall be of good moral character.

E. CERTIFICATES PROPERTY OF APPLICANT. A certificate is the property of the applicant to whom it is issued.

SECTION 4

Application for Certificates

A. APPLICATION REQUIRED. A candidate for any type of certificate or endorsements thereon must make application directly to the Certification and Accreditation Services Unit, State Department of Education, Hathaway Building, Cheyenne, Wyoming 82002. Application forms may be obtained from district superintendents or from the Certification and Accreditation Services Unit.

B. REQUIRED APPLICATION MATERIALS. Applications are incomplete and will not be processed until the following materials are on file with the director:

1. TRANSCRIPTS. No certificate can be issued to an applicant until official transcript(s) are on file in the State Department of Education, certifying the credit earned. Official transcripts bear the seal of the respective college or university and the signature of the registrar.

2. INSTITUTIONAL RECOMMENDATION. An initial applicant for a Wyoming certificate shall provide an institutional recommendation for certification from the preparing institution, signed by the designated official of that instituion and bearing the official seal of that institution.

3. CONSTITUTIONS OF U.S. AND WYOMING. All applicants must present course credit in the Constitutions of the United States of America and the State of Wyoming, or pass (65% of items on each test correct) a State Department of Education examination in these subjects.

C. APPLICATION MATERIALS ON FILE. Application materials upon which certificates are issued must remain on file as long as the certificates issued are in effect.

D. APPLICATION PROCEDURE.

1. The director will reject without prejudice the certification application from any candidate who has become unqualified by failing to provide all required materials within ninety days. Unqualified candidates may reapply at any time, following the

normal application procedure.

2. When all required application materials are on file with the director, he will compare them to the requirements of state law and these regulations for the type of certificate and endorsement requested.

3a. If the requirements are met, the director will issue the appropriate certificate and endorsement.

3b. If the requirements are not met, the director will notify the applicant that the certificate application will be denied. The denial decision will include findings of fact and conclusions of law which specifically describe the deficiency. Accompanying the decision notice will be information to the applicant about his or her right to seek an exception. In the same notice, information will also be provided about the applicant's due process right to appeal to the State Board of Education, and the procedures to be followed in an appeal.

SECTION 5
Denial

A. DENIAL BY DIRECTOR. A certificate will be denied by the director when the requirements of these regulations for the requested certicate or endorsement are not met, as evidenced by the submitted application materials.

B. STATUTORY DENIAL GROUNDS. A certificate application will be denied by the director when the following statutory requirements have not been met [(See W.S. 21-2-304(a)(iii)]:

1. For teachers; a degree from an accredited teacher preparation program.

2. For administrators; a degree from an accredited teacher preparation program, appropriate experience as a teacher, and additional training in educational administration.

C. REGULATORY DENIAL GROUNDS. A certificate will be denied by the director when he has evidence available of conduct by the applicant which, if the applicant were a current Wyoming licensee,

would be grounds for suspension or revocation of the certificate. If the applicant then presents the State Board of Education with an exception request or petition for appeal, the State Board of Education may deny the requested exceptions or decide the appeal against the applicant on the same grounds.

D. OUT-OF-STATE REVOCATION. A certificate will be denied by the director for an applicant whose certificate has been revoked by another state or commonwealth, territory or possession of the United States, when the stated grounds for the revocation would be grounds for revocation under Wyoming law and these regulations.

E. DENIAL A FINAL DECISION. Any denial by the director will be a written final decision pursuant to the Wyoming Administrative Procedure Act. The denial decision will state findings of fact and conclusions of law, citing the deficiency and statutory or regulatory grounds upon which the denial is based. It will be mailed or delivered to the applicant, with proof of receipt entered into the director's records.

F. NOTICE OF DENIAL. The director will promptly advise the applicant that a petition for appeal or request for exception has been received, and whether timely.

G. APPEAL RIGHTS. Any applicant whose certificate application has been denied is entitled to appeal to the State Board of Education. The appeal may be in writing or through a hearing. A hearing process is initiated by a petition from the candidate to the State Board of Education, sent to the director, after notice of denial has been sent to the applicant. The petition form and content, and the hearing procedures, are specified in Appendix A.

H. FACTORS MODIFYING GROUNDS. The State Board of Education will consider the same modifying factors, as applicable, for denial as it does for suspension or revocation cases.

I. RIGHT TO SEEK AN EXCEPTION. Any applicant whose certificate application has been denied may also request an exception from the State Board of Education. Exception procedures are specified in Section 16. During the pendency of an exception request proceeding, any due process hearing proceedings will be held in abeyance.

J. DEADLINE FOR APPEAL OR EXCEPTION. Any petition for appeal or request for exception must be received by the director within thirty days after the applicant receives written notice of the denial decision, or it will be deemed untimely and will not be considered by the State Board of Education.

SECTION 6

Suspension or Revocation

A. STATUTORY GROUNDS. Wyoming teaching certificates may be suspended or revoked by the State Board of Education for the following statutory grounds [(W.S. 21-2-305(a)(i)], when shown to be job related:

1. Incompetency;
2. Immorality;
3. Other reprehensible conduct;
4. Gross neglect of duty.

B. REGULATORY GROUNDS. Wyoming teaching certificates may be suspended or revoked by the State Board of Education for the following regulatory grounds when shown to be job related:

1. A judicial declaration of legal incompetency;
2. Conviction of a felony;
3. Conviction of committing an immoral act, as defined by Wyoming laws.

C. FACTORS MODIFYING GROUNDS. The State Board of Education will consider the following factors, as contained in the record, in determining whether suspension or revocation is appropriate in a specific case:

1. Mitigating factors;
2. Aggravating factors;
3. Relationship of the complained-of conduct to the licensee's teaching and/or supervising duties in the local district;
4. Recency or remoteness of the conduct;
5. Rehabilitation of the licensee.

D. INITIATING THE PROCEEDINGS. A suspension or revocation action is initiated by a complaint, from the chairman of a local

Wyoming school board or a member of the State Board of Education, being filed with the director. The complaint must comply with the requirements stated in Section A-5 of the Appendix.

E. OPPORTUNITY FOR A HEARING. No certificate will be suspended or revoked without the licensee having an opportunity for a hearing before the State Board of Education. If the licensee desires, he or she may present the appeal to the State Board of Education in writing, in lieu of a hearing.

F. NOTICE THAT COMPLAINT COMPLETE. The director will promptly advise the licensee when a complaint that meets all requirements has been received by the Certification and Accreditation Services Unit.

G. DISMISSAL OF INCOMPLETE COMPLAINT. Any complaint which is incomplete 45 days after the director advises the complainant of the incompleteness will be dismissed by the director and not be considered by the State Board of Education.

H. FORMS AND PROCEDURES FOR COMPLAINT. Complaint form and contents and hearing procedures are specified in Appendix A.

SECTION 7

Types of Certificates and Permits

The State Board of Education has authorized the issuance of the Standard Teaching Certificate, the Professional Teaching Certificate, the Education Specialist Certificate, the Professional Education Specialist Certificate, the Substitute Permit, the Student Teaching Permit, the Internship Permit, the Visiting Foreign Teacher Permit, and the School Nurse Permit and the Permit for Non-Degreed Areas of Teaching Specialization Instructors of Trade and Technical Education (PIC).

The requirements for different certificates and permits are outlined in this document. Certificates and permits carry specific endorsements in the teaching or education specialist areas for which the applicant is qualified. Requirements for endorsements are outlined in this document.

The requirements for the different types of certificates and permits

are outlined in this document and apply to all certificates and permits regardless of the areas of endorsement.

Certificates and permits are valid only from the date of issuance recorded thereon. All certificates expire June 30th of the final year of the term for which they are issued.

The validity of certificates and permits shall be effective from the date that all required certification material is received by the Certification and Accreditation Services Unit, as verified by the "Receipt Stamp." If requirements for certification are fully met prior to September 1st, the effective date of the certificate shall be July 1st. Certificates and permits issued after September 1st shall bear the date when requirements were met and received by the Certification and Accreditation Services Unit.

The school year in which the certificate or permit is issued shall be considered as the first year of the term of that certificate.

Persons shall be considered initial applicants who allow their certificates to expire and do not renew their certificates prior to July 1st of the year following the expiration date and shall be subject to the regulations as they are recorded in the year a new application is made.

A person shall be considered an initial applicant when changing type of certificate or endorsement and shall be subject to the regulations for that certificate or endorsement as recorded in the year in which the application is made.

A. CERTIFICATION THROUGH RECIPROCITY AGREEMENT. Although certificates from other states are not directly transferred to Wyoming, accredited programs or teaching experience will be considered and evaluated for credit toward the appropriate certificate.

SECTION 8

Standard Teaching Certificate

The applicant shall satisfy all general regulations of eligibility. (See pages 1-14.)

The applicant shall be a graduate of an accredited college or university that is in good standing with a national or regional accrediting association.

An initial applicant for a Wyoming certificate shall provide a recommendation for certification from the preparing institution, signed by the designated official of that institution and bearing the official seal of that institution.

The certificate is valid for a period of five years. The certificate is issued to qualified applicants. Applicants for the Standard Teaching certificate who are otherwise eligible but have not fulfilled the requirements of items 5, 6, and 7 of professional education or five (5) semester hours of recent credit shall have the valid period of the certificate to comply with the deficiencies as noted.

The applicant shall provide evidence of specialized preparation in the areas for which the certificate is endorsed.

A. GENERAL EDUCATION.

1. BACHELOR'S DEGREE - TEACHER PREPARATION PROGRAM. The applicant shall be a graduate of an accredited teacher preparation program. Forty (40) semester hours in general education are required, distributed so that work is completed in at least six of the following areas:

(a) English (oral, written and literature);
(b) Fine Arts;
(c) Foreign Language;
(d) Health and Physical Education;
(e) Humanitites;
(f) Mathematics;
(g) Practical Arts;
(h) Psychology;
(i) Science;
(j) Social Studies.

College credit used to satisfy the requirements in general education may also be counted in meeting requirements in the field of teaching endorsement unless otherwise stated in the regulations.

B. PROFESSIONAL EDUCATION. Twenty-four (24) semester hours in professional education are required, distributed to that work is completed in each of the following areas and subparts:

1. The process of human growth and development and learning, and the practical application of this knowledge to teaching;

2. Research, educational evaluation, methods, materials, and media appropriate to teaching with special emphasis in the student's field of teaching specialization;

3. Understanding of the historical, philosophical, and sociological foundations underlying the development and organization of public education in the United States;

4. Understanding of the purposes, administrative organizations, and operation of the total education program of the school;

5. Preparation by course or workshop in the theory, methods, and related practice in the teaching of reading equivalent to two (2) semester hours of college credit;

6. Preparation by course or workshop in recognizing and working with exceptional children in the regular classroom equivalent to two (2) semester hours of college credit;

7. Preparation by course or workshop in human relations, including techniques for helping students develop positive self-concept, equivalent to two (2) semester hours of college credit;

8. Field Experiences.

(a) Planned experiences with children and adolescents should be evident throughout the planned program of professional education. The applicant must complete requirements as stated in this section, including methods and student teaching appropriate to the specific level of endorsement desired. The field experience must be under the supervision of a college representative and with an individual who is certified in the grade level(s) and endorsement area(s) consistent with the participant's preparation. The field experience must include significant and continuous involvement of the cooperating professional in the evaluation of the student participant.

OR

(b) Three (3) years of successful public school (K-12) classroom teaching experience verified by letters of recommendation from persons responsible for the teacher's evaluation, provided the teaching has been done within the last six years in the appropriate elementary or secondary area.

SECTION 9

Teaching Certificate Endorsements

A. LEVELS OF TEACHING CERTIFICATES.

1. ELEMENTARY GRADES (K-8). The applicant shall satisfy all general regulations for eligibility and teacher certification. Twenty-four (24) semester hours of credit in professional education (subject field content or methods and materials) appropriate to preparation for teaching at the elementary level is required. Work shall be done in **each** of the following areas:

(a) Arithmetic;
(b) Science;
(c) Language Arts (oral and written communication);
(d) Reading;
(e) Social Studies;
(f) Children's Literature or Library Science for Children;
(g) Fine Arts (art, drama, music);
(h) Health and/or Physical Education.

A candidate completing a program appropriate to preparing for teaching at the early childhood (kindergarten through grade three) level may be given an exception to the K-8 endorsement with the understanding that he/she will not teach above the grade levels for which the exception is given.

2. INTERMEDIATE GRADES/MIDDLE SCHOOL (5-8). The applicant shall satisfy all general regulations for eligibility and teacher certification. The endorsement may be earned through one of the following ways:

(a) The completion of a program designed for instruction in the middle school from an accredited teacher education institution;

(b) The completion of a program designed for instruction in the elementary grades from an accredited teacher education institution. The preparation must include three (3) courses designed for instruction in the middle school as follows:

(1) Human Growth and Development;
(2) Philosophy, Organizational Patterns, and Curriculum Concepts;
(3) Guidance and Counseling.

(c) The completion of a program designed for instruction in the secondary grades from an accredited teacher education institution. The preparation must include three (3) courses designed for instruction in the middle school as follows:

(1) Human Growth and Development;
(2) Philosophy, Organizational Patterns, and Curriculum Concepts;
(3) Guidance and Counseling.

3. SECONDARY GRADES (7-12). The applicant shall satisfy all general regulations for eligibility and teacher certification. The applicant shall satisfy the professional education regulations with an emphasis on the secondary grades in all courses completed. The applicant shall satisfy the requirements for one or more of the teaching endorsements outlined in this document.

B. TEACHING ENDORSEMENTS. Teaching endorsements are valid at the level for which the applicant is prepared. Applicants qualified for the Elementary Grades or Intermediate Grades/Middle School or Secondary Grades certificates may be eligible for the teaching endorsements outlined in this document.

College credit in the area of specialization which is appropriate to the contemplated endorsement is required as follows:

1. AGRICULTURE. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of forty-eight (48) semester hours is required, with work in **each** of the following areas:

(a) Animal and Plant Sciences;

(b) Animal Production;
(c) Agronomy;
(d) Farm Mechanics;
(e) Agricultural Economics;
(f) Agribusiness.

2. ART (K-12). The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of thirty (30) semester hours, with work in two-dimensional art, three-dimensional art and crafts, is required.

3. AVIATION. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). The applicant must hold a valid pilot's license.

4. BUSINESS EDUCATION. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of thirty-six (36) semester hours is required, with work in **each** of the following areas:

(a) Accounting and Business Law and/or Economics;

(b) Management or Marketing or Office Practice or Statistics or Data Processing;

(c) Typewriting and Shorthand; a statement of proficiency by examination is acceptable in lieu of college credit up to six (6) semester hours in each area. A candidate having neither the coursework nor the certificate of proficiency in typewriting and/or shorthand may be given an exception with the understanding that he/she will not teach course(s) for which the exception is given.

5. COACHING. The applicant shall hold a valid certificate and shall have preparation in **each** of the following areas:

(a) A course or workshop or proof of competency in First Aid;

(b) A course or workshop in the Prevention and Care of Athletic Injuries;

(c) A course or workshop or clinic in the specific sport, or one season of verified internship under an endorsed coach.

A certified person may function without a coaching endorsement under the direction and supervision of a head coach provided the individual has "a and b" above. All persons who supervise athletic activities must have training in first aid and prevention and care of athletic injuries as specified in the requirements for this endorsement.

6. COOPERATIVE VOCATIONAL EDUCATION. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A vocational teaching endorsement is required for eligibility. College credit in **each** of the following areas is required:

(a) Principles and Philosophy of Cooperative Education;

(b) Vocational-Occupational Administration or Educational Administration or Personnel Management;

(c) Techniques of Cooperative Programming.

The applicant must complete two (2) years of verified work experience outside the field of education.

7. DISTRIBUTIVE EDUCATION. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of twenty-four (24) semester hours is required, with work in **each** of the following areas:

(a) Management and Marketing;
(b) Merchandising and Retailing;
(c) Business Law or Accounting or Economics;
(d) Principles or Philosophy of Cooperative Education.

The applicant must complete two (2) years of related employment outside the field of education or two (2) years of related employment in an organized plan of directed study in a teacher education program.

8. DRIVER EDUCATION. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). The endorsement for Driver Education may be entered on the certificate for any applicant who:

(a) Has a valid Wyoming driver's license;

AND

(b) Has a minimum of twelve (12) semester hours of credit from a combination of at least five (5) of the following courses, including items (1)-(3):

(1) General Safety Education;
(2) Basic Driver and Traffic Safety Education;
(3) Advanced Driver and Traffic Safety Education;
(4) Motorcycle Education;
(5) Driver Education Methods in Simulation Instruction;
(6) Driver Education Methods in Multiple Car Range Instruction;
(7) Driver Education Methods in Behind-the-Wheel Instruction;
(8) Alcohol/Traffic Safety;
(9) Driver Education Workshops.

The endorsement for Motorcycle Education may be entered on the certificate of any applicant who has a Driver Education endorsement and evidence of instructor preparation which includes a minimum of two (2) semester hours in Motorcycle Safety Education.

9. ENGLISH/LANGUAGE ARTS ENDORSEMENTS. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of thirty-six (36) semester hours is required. English/Language Arts hours earned at the freshman level may be counted if they are considered as part of the major by the preparing institution. The applicant shall have work in **each** of the following areas:

(a) English and American Literature;
(b) Composition;
(c) Language Study (including such areas as grammar, etymology, history of the English language, semantics);
(d) Teaching of Reading in the Secondary School.

(1) ENGLISH. A minimum of twenty-four (24) semester hours, distributed among courses in English and American Literature, Composition (2 courses) and Language Study, is required within the requirement for the English/Language Arts endorsement.

(2) JOURNALISM. A minimum of twelve (12) semester hours is required within the requirement for the English/Language Arts endorsement.

(3) SPEECH. A minimum of twelve (12) semester hours is

required within the requirement for the English/Language Arts endorsement.

(4) DRAMATIC ARTS. A minimum of twelve (12) semester hours is required within the requirement for the English/Language Arts endorsement.

10. EXCEPTIONAL CHILDREN ENDORSEMENTS (K-12). The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of twenty-four (24) semester hours is required for the Exceptional Children endorsement.

(a) GENERALIST ENDORSEMENT.

(1) A minimum of sixteen (16) semester hours is required in courses designed specifically for the instruction of exceptional children.

(2) A minimum of eight (8) semester hours is required, with courses selected from three (3) of the following areas:

a) Mental Retardation;
b) Learning Disabilities;
c) Emotional Handicaps;
d) Behavior Management;
e) Hard-of-Hearing;
f) Other recognized area(s) of exceptionality.

(b) SPECIALIST (Specific Endorsement).

(1) A minimum of twelve (12) semester hours is required in the area of specialization.

(2) A minimum of twelve (12) semester hours is required in courses designed specifically for the instruction of exceptional children or in another area of exceptionality.

(c) For Deaf Education only - a minimum of twenty-two (22) semester hours is required in courses designed specifically for instruction of the deaf. Coursework shall be in **each** of the following areas:

(1) Curriculum and Instruction for the Deaf;
(2) Language and Communication for the Deaf;
(3) Speech Science and Audiology;
(4) Foundations for the Deaf.

11. FOREIGN LANGUAGES. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of twenty-four (24) semester hours is required in the particular language for which teaching endorsement is contemplated.

11a. FOREIGN LANGUAGES. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of twenty-four (24) semester hours is required for this endorsement. The applicant shall have a minimum of one (1) upper level course in conversation of the particular language (excluding Latin) for which a teaching endorsement is sought. This requirement shall also be met prior to issuing a transitional certificate with a foreign language endorsement. **(The effective data of this regulation is March 1, 1984.)**

12. HEALTH EDUCATION. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of twelve (12) semester hours is required, with work in five (5) of the following areas, including items (a) and (b):

(a) Health Education;
(b) Nutrition;
(c) Drug Education;
(d) First Aid;
(e) Safety;
(f) Anatomy;
(g) Physiology;
(h) Psychology.

13. HOME ECONOMICS. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of forty (40) semester hours is required, with work in **each** of the following areas:

(a) Clothing and Textiles;
(b) Food and Nutrition;
(c) Housing and Home Furnishings;
(d) Home Management and Family Living;
(e) Child Development and Family Relations;
(f) Consumer Economics.

14. INDUSTRIAL ARTS. The applicant shall satisfy all general

regulations for eligibility and teacher certification (pages 1-14). A minimum of thirty (30) semester hours is required, with work in **each** of the following areas:

(a) Power and Energy;
(b) Mechanical Drawing (Architectural, Sketching, Blueprint Reading, Graphic or Descriptive Geometry);
(c) Metals;
(d) Woods;
(e) Graphic Arts;
(f) Electricity or Electronics;
(g) Plastics.

Courses included in a technology cluster approach which includes the preceding may be used to fulfill this requirement.

15. MATHEMATICS. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of twenty-four (24) semester hours in required, with work in **each** of the following areas:

(a) Algebra;
(b) Geometry;
(c) Calculus and Trigonometry;
(d) Basic Concepts of Mathematics.

16. MUSIC (K-12). The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of thirty-six (36) semester hours in music is required, with a minimum of twelve (12) semester hours **each** in the vocal and instrumental areas.

17. PHYSICAL EDUCATION (K-12). The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of thirty (30) semester hours is required, with work in **each** of the following areas:

(a) Professional activity skill and teaching methodology courses in **each** of the following areas:

(1) Gymnastics;
(2) Dance;
(3) Individual and Dual Sports;
(4) Team and Field Sports.

(b) Courses in Planning (curriculum, implementing methods) and evaluating (tests and measurements) physical education programs at the elementary and secondary levels;
(c) Prevention and Care of Athletic Injuries and First Aid and Safety;
(d) Courses in the effects of physical activity on the quality of life, such as the teaching of lifetime sports.

In addition to the physical education endorsement, some physical education teachers may wish a Health Education endorsement. Refer to Health Education (page 20).

18. PSYCHOLOGY. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of eighteen (18) semester hours in psychology is required.

19. READING (K-12). The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of fifteen (15) semester hours is required, with work in **each** of the following areas:

(a) Methods and Materials in Instruction of Reading;
(b) Remedial, Diagnostic, and Prescriptive Techniques;
(c) Psychology of Reading;
(d) Practicum in the Teaching of Reading.

(1) REMEDIAL READING. Within the context of the requirement for a reading endorsement, six (6) semester hours of Remedial, Diagnostic, and Prescriptive Techniques are required.

20. SCIENCE ENDORSEMENTS. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of thirty (30) semester hours is required, with work in **each** of the following areas:

(a) Biological Science (Zoology, Botany, Molecular Biology, or Genetics, etc.);
(b) Earth Science (Geology, Meteorology, Mineralolgy, or Oceanography, etc.);
(c) Physcial Science (Chemistry, Physics, or Engineering);
(d) Mathematics.

(1) GENERAL SCIENCE. A minimum of twelve (12) semester hours is required within the requirement for the Science endorsement, with credit distributed in biology, chemistry, and earth science.

(2) BIOLOGICAL SCIENCE. A minimum of twelve (12) semester hours is required within the requirement for the Science endorsement.

(3) EARTH SCIENCE. A minimum of twelve (12) semester hours is required within the requirement for the Science endorsement.

(4) CHEMISTRY. A minimum of twelve (12) semester hours is required within the requirement for the Science endorsement.

(5) PHYSICS. A minimum of twelve (12) semester hours is required within the requirement for the Science endorsement.

21. SOCIAL STUDIES ENDORSEMENTS. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of thirty-six (36) semester hours is required, with work in (a) below and work selected from the remaining areas (b-g):

(a) U.S. History [minimum of six (6) semester hours];
(b) Political Science or Government;
(c) Economics;
(d) Sociology;
(e) Geography;
(f) Anthropology;
(g) History (other than U.S.).

(1) GENERAL SOCIAL STUDIES. A minimum of thirty-six (36) semester hours is required within the requirement for the Social Studies endorsement, including nine (9) semester hours credit distributed among any four (4) of the major social studies areas.

(2) U.S. HISTORY. A minimum of twelve (12) semester hours is required within the requirement for the Social Studies endorsement.

(3) HISTORY (OTHER THAN U.S.). A minimum of twelve (12) semester hours in the particular history (World, European, etc.) is required within the requirement for the Social Studies endorsement.

(4) POLITICAL SCIENCE OR GOVERNMENT. A minimum of twelve (12) semester hours is required within the requirement for the Social Studies endorsement.

(5) ECONOMICS. A minimum of twelve (12) semester hours is required within the requirement for the Social Studies endorsement.

(6) SOCIOLOGY. A minimum of twelve (12) semester hours is required within the requirement for the Social Studies endorsement.

(7) GEOGRAPHY. A minimum of twelve (12) semester hours is required within the requirement for the Social Studies endorsement.

(8) ANTHROPOLOGY. A minimum of twelve (12) semester hours is required within the requirement for the Social Studies endorsement.

22. TECHNICAL EDUCATION ENDORSEMENTS. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A certificate may be endorsed for teaching specialized technical education subjects such as electronics, civil technology, mechanical technology, chemical technology, or any other subject identified as technical in nature which now is or may be recognized by the State Board of Education.

Individuals applying for endorsement in technical education subjects shall furnish evidence from previous employers substantiating work experience and craft competency.

The applicant shall hold a bachelor's degree with a major in trade or technical education or engineering. The applicant must complete two (2) years of verified work experience as a wage earner beyond the learning period recognized by the occupation.

23. TRADE AND INDUSTRIAL EDUCATION ENDORSEMENTS.

The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A certificate may be endorsed for teaching specialized vocational trade and industrial subjects such as auto or diesel mechanics, machine shop, welding, specific subjects in the building trades identified with industry, and health occupations and similar subjects which are now or may be recognized by the State Board of Education.

Individuals applying for endorsement in trade and industrial education subjects shall furnish evidence from previous employers substantiating work experience and craft competency.

The applicant shall hold a bachelor's degree with a major in trade or industrial education. The applicant must complete two (2) years of verified work experience as a wage earner beyond the learning period recognized by the occupation.

C. SPECIAL PUPIL SERVICE ENDORSEMENTS - BACHELOR'S LEVEL.

1. AUDIOVISUAL. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of twelve (12) semester hours is required, with work in **each** of the following areas:

(a) Utilization of media in the classroom;
(b) Production of teacher-made materials;
(c) Organization and supervision of media services.

2. HEAD TEACHER. The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). and must hold a valid teaching certificate. The endorsement is limited to teachers in attendance centers which employ six or fewer teachers. The applicant may devote no more than 20% of a school day to administrative duties. A minimum of fifteen (15) semester hours of graduate work in administration is required.

3. LIBRARY-MEDIA (K-12). The applicant shall satisfy all general regulations for eligibility and teacher certification (pages 1-14). A minimum of twenty-four (24) semester hours is required, with fifteen (15) semester hours in Library Science and nine (9) semester hours in Instructional Media. Work in cataloging and classification of instructional material shall be in the applicant's preparation.

4. SCHOOL NURSE (K-12). The applicant shall satisfy all general regulations for eligibility (pages 1-12); and

(a) Be currently licensed to practice as a professional registered nurse in Wyoming;

(b) Hold a bachelor's degree;

(c) Have twelve (12) semester hours of professional education (see pages 13-14).

This endorsement allows the bearer to instruct with the cooperation and under the supervision of a regularly certified teacher.

5. SCHOOL SOCIAL WORKER (K-12). The applicant shall satisfy all general regulations for eligibility (pages 1-12). The applicant must hold a bachelor's degree with a major in social work and a minimum of twelve (12) semester hours in professional education (see pages 13-14).

6. SPEECH/LANGUAGE PATHOLOGY (K-12). The applicant shall satisfy all general regulations for eligibility (pages 1-12). The applicant shall hold a bachelor's degree with a major in communicative disorders or speech pathology, therapy or correction, with a minimum of twelve (12) semester hours in professional education (see pages 13-14).

OR

The applicant must hold a valid Elementary Grades or Intermediate Grades/Middle School or Secondary Grades teaching certificate.

A minimum of eighteen (18) semester hours is required, with work in **each** of the following areas:

(a) Phonetics or Voice Science;
(b) Principles of Audiometry;
(c) Speech Correction or Speech Pathology;
(d) Exceptional Children;
(e) Teaching of Speech Reading;
(f) Supervised clinical experience consisting of a minimum of 150 clock hours, with at least 50 clock hours acquired in a public school setting.

D. NATIVE LANGUAGE ENDORSEMENT.

1. SHOSHONI OR ARAPAHOE. This endorsement is granted in compliance with W.S. 21-2-304(a)(iii) and is reserved solely for these languages.

These regulations apply only to Arapahoe and Shoshoni Indian Language instructors approved by the committees established by the Joint Tribal Council to determine the candidate's proficiency and capability for teaching the language.

(a) A two-year certificate may be issued to an applicant who has:

(1) Been approved by the Joint Tribal Council Committee;
(2) Been employed by a school district to teach the Shoshoni or Arapahoe Language.

(b) The certificate may be renewed by:

(1) A candidate who continues to receive the joint Tribal Council Committee's approval; and
(2) A candidate who is employed by a school district for the purpose of teaching the Arapahoe and Shoshoni Language.

E. TRANSITIONAL TEACHING ENDORSEMENT. Upon application, individuals who hold a valid teaching certificate may be granted a Transitional Teaching Endorsement.

This endorsement is available for certified and otherwise endorsed individuals who desire to change or accept a teaching or counseling assignment requiring a teaching endorsement for which they presently do not qualify. Applicants shall be limited to one transitional endorsement at any one time. The conditions of the endorsement shall be met or the endorsement rescinded prior to issuing additional transitional endorsements.

1. The Transitional Teaching Endorsement may not be used for a Vocational Teaching Endorsement or an Education Specialist Endorsement. It may, however, be used for an endorsement as a Guidance Counselor and School Principal.

2. At least two-thirds (⅔) of the requirements stipulated for

the teaching endorsement must be met **before** the applicant can work in the newly assigned teaching area.

3. Teachers holding a Transitional Endorsement must file an annual report, together with transcripts, showing progress toward the regular endorsement.

4. The Transitional Endorsement is valid for only three (3) years and is nonrenewable.

SECTION 10
Education Specialist Certificate

The applicant shall satisfy all general regulations for eligibility. The certificate is valid for a period of five (5) years. The applicant shall hold a master's degree granted by an institution accredited by and in good standing with a national or regional accrediting association. The applicant is required to have had classroom teaching, counseling, supervisory, or administrative experience in a recognized school (K-12) setting as specified in each endorsement.

The applicant, wherever required, shall hold and maintain a valid Wyoming teaching certificate.

The applicant shall provide evidence of specialized preparation in the areas for which the certificate is endorsed.

A. EDUCATIONAL SPECIALIST ENDORSEMENT - PUPIL SERVICE.

1. AUDIOLOGY (K-12). Master's degree in audiology is required.

2. EDUCATIONAL DIAGNOSTICIAN (K-12). The applicant shall satisfy all general regulations for eligibility and teacher certification and Education Specialist certification (pages 1-14 and 28). Within the context of all graduate work completed by the applicant (including the master's degree), a minimum of forty-five (45) semester hours is required, with work in **each** of the following areas:

(a) Two (2) semester hours in **each** of the following:

(1) Mental Retardation;
(2) Learning Disabilities;
(3) Emotional Disturbance.

(b) Six (6) semester hours from the following:

(1) Psycho-Educational Assessment of the Exceptional Child;
(2) Psychological Assessment of the Exceptional Child;
(3) Assessment of Reading or Mathematical Problems (two hours maximum).

(c) Six (6) semester hours from the following:

(1) Prescriptive Teaching and Programming;
(2) Classroom Management Techniques;
(3) Curriculum Methods, Materials for Exceptional Children.

(d) Two (2) semester hours from the following:

(1) Behavior Modification;
(2) Instructional/Behavior Intervention.

(e) Two (2) semester hours from the following:

(1) Counseling Parents of Exceptional Children;
(2) Counseling Techniques.

(f) Four (4) of the above hours must have practicum related work.

The applicant is required to have had two (2) years of classroom teaching, couseling, supervisory, or administrative experience in a recognized school (K-12) setting.

3. GUIDANCE COUNSELOR (K-12). The applicant shall satisfy all general regulations for eligibility and teacher certification and Education Specialist certification (pages 1-14 and 28). Within the context of all graduate work completed by the applicant (including the master's degree), a minimum of twenty-four (24) semester hours is required, with work in **each** of the following areas:

(a) Coordination and Administration of the Guidance Service (to include any coursework dealing with the administrative relationships of guidance services in the schools);

(b) Counseling theories and techniques, with work required in both individual and group areas;

(c) Practicum experience in counseling and guidance;

(d) Career information/information services in guidance/occupational and educational information;

(e) Education or psychological tests and measurements/assessment of the individual;

(f) Guidance in the elementary school/counseling and consulting with parents;

(g) Behavioral sciences applicable to counseling and guidance in schools (developmental psychology, social work, sociology, or other courses involving understanding the person).

The applicant shall provide evidence of one (1) calendar year of work experience outside the field of education (cumulative full-time, part-time, or summer work experience).

The applicant is required to have had two (2) years of classroom teaching, supervisory, or administrative experience in a recognized school (K-12) setting.

OR

If the applicant does not have two (2) years of such experience, the applicant may substitute five-hundred (500) clock hours of graduate internship or practicum experience in counseling and guidance in a recognized school setting under the supervision of a certified school counselor and supervised by a counselor educator or supervisor. This shall be in addition to the practicum experience included in the program of study in counselor education.

4. PSYCHOLOGICAL TECHNICIAN (K-12). The applicant shall satisfy all general regulations for eligibility and Education Specialist certification (pages 1-12 and 28). Within the context of all graduate work completed by the applicant (including the master's degree), a minimum of twenty-four (24) semester hours is required, with work in **each** of the following areas:

(a) Guidance and Counseling Techniques;

(b) Diagnostic and Remedial Procedures of Psycho-Educa-

tional Evaluation Procedures (i.e., reading problems, learning disabilities, visual-perceptual problems);

(c) Developmental Psychology (child, adolescent, exceptional child, psychology of adjustment, human growth and development);

(d) Abnormal or Clinical Psychology;

(e) Psychological Testing (individual, group, standardized, clinical);

(f) Statistics, Research Design, or Education Methods.

5. SCHOOL PSYCHOLOGIST (K-12). The applicant shall satisfy all general regulations for eligibility (pages 1-12) and the Psychological Technician endorsement (pages 30-31). Within the context of all graduate work completed by the applicant (including the doctorate degree), a minimum of sixty (60) semester hours is required, with work in each of the following areas:

(a) School Organization, Administration, and Curriculum;

(b) Exceptional Child;

(c) Educational Psychology or Learning Theory;

(d) Developmental Psychology (child, adolescent, psychology of adjustment, human growth and development);

(e) Abnormal or Clinical Psychology;

(f) Social Psychology or Sociology;

(g) Statistics or Research Design and Methodology;

(h) Psycho-Educational Diagnostic Procedures (individual and standardized group assessment);

(i) Interventional Strategies (behavior modification, group process, remediation, counseling techniques, psychotherapy, parent counseling, speech pathology, community resources);

(j) Practicum experience in school psychology.

AND

The applicant shall provide evidence to verify participation in a one-year, full-time internship or externship or experience in psychological services, preferably in a school clinic or in a child guidance clinic.

OR

The applicant shall provide evidence of two (2) years of classroom teaching, counseling, supervisory, or administrative experience in a recognized school (K-12) setting.

6. READING SPECIALIST (K-12). The applicant shall satisfy all general regulations for eligibility and teacher certification and Education Specialist certification (pages 1-14 and 28). Within the context of all graduate work completed by the applicant (including the master's degree), a minimum of twenty-four (24) semester hours is required, with work in **each** of the following areas:

(a) Developmental Reading Instruction at the Elementary and Secondary School Level;

(b) Diagnosis and Correction of Reading Disabilities;

(c) Measurement and Evaluation, including a course in Individual Mental Testing;

(d) Literature for Children and Adolescents;

(e) Communications and Linguistics;

(f) Organization and Supervision of Reading Program;

(g) Practicum Experience in the Diagnosis and Correction of Reading Disabilities;

(h) Psychology (reading, developmental, educational, personality, child).

The applicant is required to have had two (2) years of classroom teaching, counseling, supervisory, or administrative experience in a recognized school (K-12) setting, including one (1) year as a **reading** teacher.

B. SUPERINTENDENT (K-12). The applicant shall satisfy all general regulations for eligibility and teacher certification and Education Specialist certification (pages 1-14 and 28). The applicant shall satisfy eligibility requirements for the School Principal endorsement. This endorsement applies to the chief administrator and the designated assistant superintendents. Within the context of all graduate work completed by the applicant (including the master's degree), a minimum of sixty (60) semester hours is required, of which thirty (30) semester hours are distributed so that work shall be in **each** of the following areas:

1. School Administration;

2. Administration and Supervision of Elementary and Secondary Schools;

3. Elementary and Secondary Curriculum and Instruction;

4. School Law;

5. Introductory Finance;

6. Special Phases of Administration (courses selected from the following areas: Advanced Financed, Facilities, Guidance, Community Relations, Personnel Management, Administration seminars or workshops on current trends).

The applicant is required to have had three (3) years of classroom teaching experience in a recognized school (K-12) setting.

C. PRINCIPAL (K-12). The applicant shall satisfy all general regulations for eligibility and teacher certification and Education Specialist certification (pages 1-14 and 28). This endorsement applies to elementary and secondary levels and administrative assistants with responsibility for the educational program. Within the context of all graduate work completed by the applicant (including the master's degree), a minimum of fifteen (15) semester hours is required, with work in **each** of the following areas:

1. School Administration and Supervision at the appropriate school level;

2. School Curriculum and Instruction at the appropriate school level;

3. Staff and Program Evaluation appropriate to the school environment;

4. Special Phases of School Administration (Guidance, Community Relations, Personnel Management, Facilities, Statistics, Administration seminars or workshops on current trends);

5. School Law;

6. Introductory Finance.

Renewal - Five (5) semester hours of educational administration or related areas are required for first renewal.

The applicant is required to have had three (3) years of classroom teaching experience in a recognized school (K-12) setting.

D. DIRECTOR, COORDINATOR, SUPERVISOR. This endorsement is required of school employees of the central administrative or supervisory staff of a school district who are charged with the authority and responsibility for the continuing direction and guidance of instructional personnel within specific instructional programs. The applicant shall satisfy all general requirements for eligibility and Education Specialists certification (pages 1-14 and 28). Within the context of all graduate work completed by the applicant (including the master's degree), there shall be work in **each** of the following areas:

1. School Administration;
2. Staff and Program Supervision and Evaluation;
3. School Curriculum and Instruction.

The applicant should have specific preparation by coursework relative to the instructional program supervised.

The applicant shall have a minimum of three (3) years of classroom teaching experience with a recognized school (K-12) setting.

SECTION 11
Professional Certificates

A. PROFESSIONAL TEACHING CERTIFICATE. The applicant shall satisfy all general regulations for eligibility for the Standard Teach-

ing Certificate and shall hold a valid teaching certificate. The applicant is required to have had five (5) years of teaching, supervisory, or administrative experience.

1. The applicant shall hold a master's degree granted by an accredited institution that is in good standing with a national or regional accrediting association. The degree shall be in an area of professional education or teaching endorsement(s).

OR

2. The applicant shall hold a master's degree granted by an accredited institution that is in good standing with a national or regional accrediting association, with work in four of the following areas:

(a) Area of teaching endorsement(s);
(b) Supporting professional courses in the area(s) of teaching endorsement;
(c) Educational foundations;
(d) Human development or psychology;
(e) Curriculum or supervision;
(f) Practicum or internship or directed teaching experience.

The Professional Teaching Certificate will show endorsements that the applicant held on the Standard Teaching Certificate as well as new endorsements for which the applicant is qualified as a result of additional studies. The Professional Teaching Certificate is valid for a period of ten (10) years.

B. PROFESSIONAL EDUCATION SPECIALIST CERTIFICATE. The applicant shall satisy all general regulations of eligibility and shall hold a valid Education Specialist Certificate. The applicant is required to have had five (5) years of teaching, supervisory, or administrative experience since issuance of the first Education Specialist Certificate.

Graduate credit qualifying the applicant for a special area endorsement, including the master's degree, shall have been granted by an accredited institution that is in good standing with a national or regional accrediting association.

Thirty (30) semester hours of additional graduate credit beyond the master's degree are required for the Professional Education Special-

ist Certificate. Eight (8) semester hours of this requirement must consist of representative coursework in the area of special endorsement(s). The balance of this requirement should be completed in related areas appropriate to the professional needs of the applicant.

The Professional Education Specialist Certificate will show endorsements that the applicant held on the Education Specialist Certificate as well as new special area endorsements for which the applicant is qualified as a result of additional studies.

The Professional Education Specialist Certificate is valid for a period of ten (10) years.

SECTION 12
Renewal Criteria

It is the responsibility of the applicant to apply for renewal of a certificate at or before the date of expiration. Application for renewal may occur on or after January 1st of the year the certification expires.

A. RENEWAL CRITERIA FOR THE STANDARD CERTIFICATE. The applicant is required to present evidence of participation in one or more of the following professional growth experiences for a total of five (5) semester hours or five (5) hours of State Department of Education approved programs of renewal credit:

1. Local staff development programs approved by the State Department of Education;

2. State Department of Education workshops;

3. Graduate or undergraduate college or university work from an accredited institution in good standing with a national or regional accrediting association.

OR

4. Professional growth credit earned in accordance with the procedures established by the Professional Standards Board.

The renewal certificate is valid for a period of five (5) years.

B. RENEWAL CRITERIA FOR PROFESSIONAL TEACHING CERTIFI-

CATE AND PROFESSIONAL EDUCATION SPECIALIST CERTIFICATE. The applicant is required to have had five (5) years of teaching, supervisory, or administrative experience since the date of issue.

The renewal certificate is valid for a period of ten (10) years. The applicant is required to present evidence of participation in one or more of the following professional growth experiences for a total of ten (10) hours of renewal credit:

1. Local staff development programs approved by the State Department of Education;

2. Representative courses in professional education or area(s) of teaching endorsement or area(s) of special endorsement at the graduate level and from an accredited institution in good standing with a national or regional accrediting association;

3. State Department of Education workshops;

4. Professional growth credit earned in accordance with the procedures established by the Professional Standards Board.

C. PROFESSIONAL GROWTH CREDIT. Professional growth credit shall be granted by the Professional Standards Board according to the following procedures:

1. PROFESSIONAL GROWTH COMMITTEE. The Professional Standards Board is authorized by the State Board of Education to serve as a Professional Growth Committee to make recommendations for the renewal of Standard and Professional Certificates. The Professional Growth Committee shall meet as needed upon call of the Director of the Certification and Accreditation Services Unit.

2. ELIGIBILITY. Any holder of a Standard or Professional Certificate will be considered, upon application, a candidate for professional growth credit toward renewal of his/her certificate.

3. PROCEDURES.

(a) PRIOR APPROVAL. The candidate must request prior approval by the Professional Growth Committee, subject to

satisfactory completion of a contemplated professional growth activity. Forms may be secured from the Certification and Accreditation Services Unit, State Department of Education.

(b) APPLICATION. Upon completion of the professional growth activity, the candidate shall apply for grant of credits. The application form shall be accompanied by a report in detail of the activity submitted. The Professional Growth Committee may also require a personal appearance, additional documents or other supporting evidence.

(c) REPORT OF ACTION. After reviewing the application and supporting materials, the Professional Growth Committee shall file a formal report of its action with the Certification and Accreditation Services Unit and with the candidate.

4. GUIDELINES FOR GRANT OF CREDIT.

(a) GRADUATE CREDIT HOUR. The graduate credit hour shall be the unit of measurement for professional growth credit.

(b) CRITERIA FOR CREDIT. In determining the amount of credit to be granted for an activity, the following criteria shall be considered:

1) Intellectual depth of subject and materials considered;
2) Number of clock hours expended;
3) Continuity and organization of the activity;
4) Quality of work product;
5) Applicability of experience and knowledge gained;
6) Creative contribution to the education profession;
7) Creative contribution to the field of study;
8) Degree to which the course of action supplements previous professional growth activity.

(c) ACCEPTABLE ACTIVITIES. The Professional Growth Committee recognizes the following areas in which professional growth activity may be carried out:

1) Institutes approved for credit by the State Department of Education;
2) Individual or group research projects;
3) Trips and visits, including those taken pursuant to fellowship grants;

4) Published or unpublished writings, including texts, studies, articles, and other writing relevant to the candidate's field;
5) Other appropriate professional activities:

a) Performance of evaluation;
b) Assessment of competency-based job improvement targets;
c) Comprehensive written examinations;
d) Supervised learning experiences on the job;
e) Participation in action-research at the local level.

(d) EXCLUDED ACTIVITIES. Services as an employee in the public school system of the United States will not be accepted as a professional growth activity. This exclusion is not meant to apply, however, to professional growth activities such as research or professional writing which may grow out of the circumstances of the candidate's employment. Continuing Education Units (CEU's) shall not be considered for professional growth credit.

SECTION 13
Permits

A. SUBSTITUTE PERMIT.

1. ACADEMIC REQUIREMENTS. In order to be certified as a substitute teacher, a person must submit a complete set of official transcripts showing a minimum of sixty (60) semester hours of college work from an accredited institution of higher education in good standing with a national or regional accrediting association.

2. EXPERIENCE. None required.

3. PERIOD OF VALIDITY. Substitute Permits shall be renewed every five (5) years.

4. LIMITATIONS. Substitute Permit holders are permitted to teach a maximum of 45 days in any one teaching assignment (any part of one day taught is counted as one full day) per school semester during the absence of a regularly certified and employed teacher because of that teacher's temporary inability to perform normal teaching duties.

B. STUDENT TEACHING PERMIT. A student teacher must be enrolled in a teacher education program at an accredited institution in good standing with a national or regional accrediting association. A student teacher must be supervised by a qualified teacher on the staff of the cooperating school.

A student teacher permit is valid as long as the individual is enrolled in an accredited program of teacher education and is working in Wyoming public schools.

C. INTERNSHIP PERMIT. Each school district wishing to use an intern shall file a request for approval with the director and the State Superintendent of Public Instruction.

A teacher intern may not be used for more than one year. A teacher intern must be classified as a senior or graduate student, and have completed all of the required coursework for a degree with the exception of student teaching and those credits in methods and professional education that would be granted for the intern teaching experience.

An intern teacher must be enrolled in a teacher education program at an institution accredited by and in good standing with a national or regional accrediting association.

A teacher intern must be supervised by a qualified teacher who is given additional time from regular duties for such supervisory activities.

D. VISITING FOREIGN TEACHER PERMIT. A visiting foreign teacher must be an experienced and certified teacher in his or her native country. A visiting foreign teacher must be able to speak the English language fluently.

Visiting Foreign Teaching permits are valid for a period of one (1) year.

E. SCHOOL NURSE PERMIT. The applicant must be licensed to practice as a professional registered nurse in Wyoming and must have completed an orientation workshop in school health. This credential does not permit the holder to engage in instructional activities except as a resource person under the direct supervision of a certified teacher.

F. PERMIT FOR NON-DEGREE AREAS OF TEACHING SPECIALIZATION INSTRUCTORS OF TRADE AND TECHNICAL EDUCATION (PIC). The regulations for this option apply only to instructors of trade and technical education subjects. Degrees are required for occupational teachers of Agriculture, Business Education, Distributive Education, Home Economics, and Industrial Education.

The applicant must hold a high school diploma or its equivalent. The applicant is required to have a minimum of two (2) years work experience beyond the learning period recognized by the occupation.

The applicant is required to hold a valid license when one is required by state or federal statutes for the occupational specialty. (For example, beauty operators must be licensed by the Wyoming State Board of Cosmetology; aircraft power plant and airframe mechanics must be licensed by the Federal Aviation Agency.)

The applicant must submit a plan for continued professional advancement with sixty (60) semester hours or more of undergraduate work within ten (10) years.

The applicant must complete two (2) semester hours of a prescribed pre-service program. The applicant must be approved by the State Department of Education, Director of the Certification and Accreditation Services Unit.

The validity of the permit is dependent upon:

1. Acquisition of a minimum of four (4) semester hours each year toward completion of sixty (60) semester hours or more, with the approval of the administrators, through on-campus or extension courses.

2. Demonstrated professional growth and competence on a yearly basis.

SECTION 14

Development and Approval of New Endorsement Areas

Any interested professional education institution, agency or organization may present a request to the State Board of Education for the development of a new endorsement. The request shall include a rationale for the development of the endorsement requirements.

After receipt of the request, the State Board of Education shall refer the proposal to the Professional Standards Board and to the appropriate professional organization/groups for their study of the requested endorsement area. In referring the proposal for study, the State Board of Education will specify the date a final recommendation should be provided.

SECTION 15

Transition to the New Standards

An educator currently holding a valid certificate for serving in a Wyoming public school will be permitted to continue functioning under that certificate until 1984, at which time he/she must comply with the new regulations. Certificates that expire in 1979 will be reissued under the old regulations with deficiencies noted as they relate to new certification standards.

A. CERTIFICATES

1. Anyone who holds a valid certificate for teaching in Wyoming public schools shall have reading, exceptionality, and human relations as part of his/her professional education preparation.

2. Anyone who has allowed his/her certificate to lapse shall be subject to the regulations as they are recorded in the year a new application is made.

3. An initial applicant for certification, who has completed an accredited teacher education program from an institution in good standing with a national or regional accrediting association, may be granted a certificate with deficiencies noted. All deficiencies must be removed before the renewal of the certificate.

B. ENDORSEMENTS

1. Endorsements placed on certificates prior to the school year 1979-80, shall be continued on subsequent renewals.

2. An initial applicant for certification, who has completed an accredited teacher education program in good standing with a national or regional accrediting association, may be granted a certificate with endorsement deficiencies noted. All deficiencies must be removed before the renewal of the certificate.

SECTION 16
Exceptions

A. EXCEPTIONS MAY BE GRANTED. Pursuant to W.S. 21-2-304(a)(iii)(c), the State Board of Education may in its discretion make such exceptions as to both teachers and administrators as it deems necessary and proper in special circumstances. All exception requests must be supported in writing by the school board chairman of a Wyoming school district and the district's superintendent. Exceptions will normally allow an applicant a reasonable period of time, typically up to one year, to make up any deficiency and are valid for only the district in which the exception is requested.

B. WHEN EXCEPTION MAY BE REQUESTED. An applicant may request an exception only after the director has denied the issuance or renewal of a certificate.

C. EXCEPTION PROCEDURE.

1. An applicant desiring an exception must request it in writing, accompanied by evidence supporting the request. The evidence shall include written statements of support for the exception request from the school board chairman of a Wyoming school district and the district's superintendent. The statements must identify the special circumstances that would justify the need for the exception. If the applicant is under contract with a Wyoming school district, the district's superintendent and Board chairman should also provide evidence that they supoprt the exception request. An exception request shall be submitted to the director, who will forward it to the State Board of Education.

2. The applicant may request the opportunity to make an oral presentation on the exception request to the State Board; however, the State Board will normally consider only written exception requests.

3. During the pendency of an exception request proceeding, proceedings on any due process hearing petition will be held in abeyance.

D. IF EXCEPTION GRANTED. If the State Board of Education grants the exception, the director will issue the appropriate certificate with noted deficiencies and limitations, and any pending hearing petition will be dismissed.

E. IF EXCEPTION DENIED. If the State Board of Education denies the exception, the director will promptly notify the applicant of the denial.

SECTION 17

Effective Date of the New Rules and Regulations

Unless otherwise indicated in the regulations, any changes are effective upon the date filed with the Secretary of State.

APPENDIX A

Rules of Practice and Procedure
For Hearings on the Denial,
Suspension, and Revocation
of Teacher's and Administrator's Certificates

SECTION A-1
AUTHORITY

These rules of practice and procedure are promulgated in accordance with the Wyoming Administrative Procedure Act, (W.S. 9-4-101 through 9-4-115), and pursuant to the State Board of Education's authority under W.S. 21-2-304(a)(iii) and 21-2-305(a)(i).

SECTION A-2
Definitions

A. ADMINISTRATOR - Director of the Certification and Accreditation Services Unit, Wyoming State Department of Education, acting in a contested case.

B. AFFIDAVIT - A written, notarized statement of facts made voluntary and under oath.

C. CAPTION - The heading of all pleadings and other legal documents in a contested case. A suggested format for the caption is provided in Form 1 of these regulations.

D. CHARGES - Allegations against a licensee made by a complainant in a complaint.

E. COMPLAINANT - Any local school district board of trustees, or a member of the Wyoming State Board of Education.

F. COMPLAINT - A request from a complainant which contains the charges and seeks suspension or revocation of a licensee's certificate.

G. HEARING OFFICER - Any state board member or other person selected by the State Board of Education to conduct a hearing held under these regulations.

H. PETITION - A hearing request from an applicant or licensee, following either a denial of a certificate application to the applicant,

or a complaint for suspension or revocation of a licensee's certificate.

I. PLEADINGS - Exception requests, petitions for hearing, complaints, responses, and any other legal documents submitted by a party to a contested case where those documents set forth allegations or denials of allegations.

J. RECORD - As on file with the Administrator, all formal or informal notices, pleadings, motions, discovery documents, reports and proposed decisions from the hearing officer, matters officially noticed, questions and offers of proof, objections and rulings thereon, memoranda of law, State Board of Education actions on exception requests, State Board of Education proposed and final decisions, any teaching certificate which is under suspension or revocation consideration, and other materials relevant to a contested case, which are entered into the record by any interested party, the hearing officer, the Administrator, or the Attorney General's Office.

K. RESPONSE - An answer. The opposing party's written response to allegations in a contested case.

L. RETURN - A short written statement made by the person serving a pleading or other document which states the time, place, manner, and recipient of the service.

SECTION A-3
Liberal Construction

These rules will be liberally construed to secure just, speedy, and inexpensive determinations of the issues presented.

SECTION A-4
Hearing Procedure After A Denial

This hearing procedure will be followed whenever an applicant, whose application for a certificate has been denied by the director, appeals that denial to the State Board of Education. This procedure supplements the Wyoming Administrative Procedure Act.

A. PETITION.

1. The denial hearing procedure begins with the applicant filing

a petition seeking to appeal the denial to the State Board of Education. A petition is considered filed when it is received by the director, who then treats the matter as a contested case and assumes the duties of Administrator under these regulations.

2. The caption format for the petition, Form 1 appended to these regulations, should be used.

3. The petition must be in writing and signed by the applicant. It must state where the applicant may be reached during the following three months, and provide the name, address, and telephone number of any attorney applicant wishes to represent him or her in this proceeding.

4. The petition should provide as much of the following information as is appropriate and available:

(a) Copies of teaching certificates currently and previously held by applicant;

(b) Copies of contracts and other information on applicant's current and intended future employment as a teacher or administrator;

(c) Statements and recommendations from any local district's board of trustees and/or administrators seeking to employ the applicant;

(d) Statements, recommendations, court orders, and other documents which directly related to the deficiency or grounds cited in the denial decision;

(e) Statements, recommendations, legal papers, applicant's comments, and other documents which mitigate, aggravate, or otherwise explain the deficiency or grounds cited by the director in the denial decision;

(f) Statements, recommendations, legal papers, applicant's comments, and other documents in support of applicant's petition;

(g) If the grounds for denial relate to statutes or regulations from other than Wyoming, copies of the law and regulations in effect at the time of the event(s) which relate to the grounds

cited by the director in the denial decision;

(h) The names, addresses, and areas of written or oral testimony likely to be given for all persons who may be witnesses to substantiate the petition.

B. SETTING OF HEARING.

When the Administrator has received a petition meeting the above requirements, he will transmit it immediately to the State Superintendent. The State Superintendent will, within twenty days, set a time and place for the hearing and so advise the Administrator. The Administrator will then notify the applicant by telephone, if possible, and in writing with proof of service for the record, of the hearing time and place set by the State Superintendent. The Administrator will, in the same written notice, provide a statement of the grounds for the denial and the statutory authority under which any hearing will be held by the State Board of Education, a copy of these regulations, an explanation of the hearing procedures, the name and address of the hearing officer, and the applicant's hearing rights.

C. COPIES TO ATTORNEY GENERAL'S OFFICE. The Administrator will insure that a copy of all documentation sent to parties and/or entered into the record is sent to the Office of the Attorney General, Education attorney.

SECTION A-5

Suspension and Revocation Hearing Procedure

This hearing procedure will be followed whenever a complainant seeks the suspension or revocation of a Wyoming certificate by the State Board of Education. This procedure supplements the Wyoming Administrative Procedure Act.

A. COMPLAINT.

1. The suspension or revocation of a Wyoming certificate begins with a complainant filing a complaint with the director, who then treats the matter as a contested case and assumes the duties of Administrator under these regulations. The caption format for the complaint is provided in Form 1 appended to these regulations.

2. The complaint will include as many of the following documents as are available and appropriate:

(a) The licensee's certificate;

(b) The licensee's contract. If there is no individual contract for a licensee, all documents which describe the terms of licensee' contractual relationship with complainant should be provided;

(c) Action by complainant, with its authenticity attested to by complainant which recommends suspension or revocation of licensee's certificate by the State Board of Education;

(d) Any disciplinary action, including dismissal, suspension, or termination, taken by complainant against the licensee; and licensee's response, including resignation;

(e) The Indictment or Information, Verdict, and any Judgment and Sentence filed in a court of law against licensee where that judicial action is a basis for complainant's recommendation to the State Board of Education;

(f) Notice by complainant, and proof of its receipt, to licensee, that complainant had recommended certificate suspension or revocation by the State Board of Education. The notice must also advise licensee that the State Board of Education's consideration of the matter will be controlled by W.S. 21-2-305, these regulations, and the Wyoming Administrative Procedure Act.

3. The complaint will include written charges, which are verified by complainant. The written charges must include:

(a) The name and address of complainant;

(b) The name, address, and telephone number of complainant's attorney, if complainant will be represented by an attorney in this proceeding;

(c) The name, address, and phone number of the superintendent, board chairman, or any other school official which the local board wishes to be its contact person with the administrator;

(d) The name, current address, and telephone number of the licensee against whom the charges are made;

(e) The dates licensee was employed by complainant, and positions held;

(f) The specific statutory grounds under W.S. 21-2-305 and any specific regulatory grounds under these regulations being invoked by complainant;

(g) The specific act(s) of licensee which constitute incompetency, immorality, other reprehensible conduct, or gross neglect of duty;

(h) The name, address, and areas of written or oral testimony likely to be given for all persons who may be witnesses to substantiate the charges.

B. SETTING THE HEARING. When the Administrator has received a complaint meeting the above requirements, the complaint will be forwarded immediately to the State Superintendent. The State Superintendent will, within twenty days, set a time and place for the hearing and so advise the Administrator. The Administrator will then notify both the licensee and the complainant by telephone, if possible, and in writing with proof of service for the record, of the hearing time and place set by the State Superintendent. The Administrator will, in the same written notice, provide both parties with a statement of the grounds and statutory authority under which the hearing will be held by the State Board of Education, a copy of these regulations, an explanation of the hearing procedures, the name and address of the hearing officer, and the hearing rights of each party. The Administrator will provide a copy of the complaint to the licensee.

C. COPIES TO ATTORNEY GENERAL'S OFFICE. The Administrator will insure that a copy of all documentation sent to parties and/or entered into the record is sent to the Office of the Attorney General, Education attorney.

SECTION A-6
Service and Filing

A. ORIGINAL TO ADMINISTRATOR. Whenever a party to a contested case submits a petition, correspondence, affidavit, memo-

randum, motion, interrogatory, deposition, exhibit, proposed findings of fact and conclusions of law, or other document for inclusion in the record, the party will submit the original to the Administrator, unless the hearing officer has directed that it be submitted directly to him or her. At the same time, a copy will be sent to all other parties. No service need be made on any party in default for failure to enter an appearance in a disputed case.

B. CERTIFICATE OF SERVICE. Any party submitting a pleading, response, motion, interrogatories, deposition, exhibit, or proposed findings of fact and conclusions of law for the record, will utilize a certificate of service indicating when and to whom copies were sent. A sample format for the certificate of service is Form 2 to these regulations. In addition, for pleadings only, proof of receipt of service on the other parties in interest must be placed in the record by the party originating the pleading.

C. FILING WITH ADMINISTRATOR. Filing may be made by mail or by personal delivery to the Administrator, or to the hearing officer if the hearing officer has directed that filing be with him or her instead of the Administrator.

D. SERVICE ON A PARTY. Service upon a party may be made by mail or by personal delivery to that party, or their attorney.

E. SERVICE ON PARTY'S ATTORNEY. When a party is represented by an attorney, service will be made upon the attorney, unless the Administrator or hearing officer directs otherwise.

F. DEPOSIT IN MAIL. Service and filing by mail is complete on deposit in the United States mail.

G. ADMINISTRATOR'S FILING DUTIES. The Administrator or hearing officer receiving documents for the record will note the date received on each. The Administrator will forward the original of all documents received for the record to the hearing officer prior to the hearing.

H. PERSONAL SERVICE. Personal service may be made by the party, their attorney or agent, a sheriff or other law enforcement official, or any other person who is of lawful age. Proof of personal service, as evidenced by a "return" or an affidavit, will be filed with the Administrator prior to the commencement of the hearing.

I. SERVICE BY PUBLICATION. Service upon a party may be by publication, if it is determined by the Administrator or hearing officer that personal service will not be successful, and that the licensee involved is within the State of Wyoming. Service by publication will be made by one publication in the newspaper published in the county where the hearing will be held. Following the publication of such notice, the Administrator will mail a true and correct printed copy of the notice by certified mail to the last known post office address of the licensee. Evidence of service by publication will be contained in an affidavit by the Administrator and entered into the record.

SECTION A-7
DOCKET

When the contested case is set for hearing, the State Superindendent will assign it a number. The Administrator will enter the case with the date of its filing on a separate page of a docket book maintained by either the Administrator or the State Superintendent. The Administrator will establish a separate file for each docketed case in which will be systematically placed all pleadings, transcripts, documents, and papers in evidence for that case. All such items will have noted thereon any docket number assigned and the date of filing.

SECTION A-8
Default in Answering or Appearing

In the event a licensee or applicant fails to answer or otherwise appear within the time allowed, and provided the foregoing rules as to service have been complied with, he or she will be considered in default, and the allegations of the petition may be taken as true.

SECTION A-9
Additional Information from Complainant When No Hearing Is Held

In a suspension or revocation proceeding, when the licensee is in default, or when the licensee submits written information and does not desire a hearing, the Administrator will notify the complainant, with a copy to licensee, of complainant's opportunity to supplement its complaint and charges with sworn statements and documentary evidence. If complainant submits any supplemental information, complainant must at the same time provide licensee with copies of that information. Thereafter, licensee may answer the supplemen-

tal information by providing responsive sworn statements and documentary evidence to both the State Board of Education and complainant. The State Board of Education will then consider the matter based upon the supplemented record.

SECTION A-10
Discovery

The availability, extent, and enforceability of discovery to any party will be determined by the Wyoming Administrative Procedure Act's provisions for contested cases (W.S. 9-4-107). The party for whom any depositions are taken will insure that the original transcripts are placed in the record by filing them with the Administrator. Interrogatories, answers to interrogatories, requests for admissions, and responses to admission request will be placed in the record by the party originating such discovery, or any other types of formal discovery, by filing the original with the Administrator.

SECTION A-11
Subpoenas

The State Board of Education, through its chairman, or the hearing officer, upon the application of any party or the Attorney General's office, will issue subpoenas requiring the appearance of witnesses for the purpose of taking evidence, production of books, papers, or other documents relevant or material to the inquiry, or appear at the hearing. Subpoenas may be issued in blank.

SECTION A-12
Prehearing Conferences

At any time on or before the day of the hearing, the hearing officer may direct, upon request of any party, the Attorney General's office or the hearing officer's own request, that a pre-hearing conference be held pursuant to Rule 16 of the Wyoming Rules of Civil Procedure. (All references in Rule 16 to the "Court" will be deemed to refer to the "state board" and all references to the "Trial" in Rule 16 will be deemed to refer to "hearing.")

SECTION A-13
Hearing Officer

Prior to each hearing, the State Board of Education will select a hearing officer who will either be one of the State Board of

Education members or another person selected by the State Board of Education. The State Board of Education may also authorize a separate attorney to be present at the hearing to rule on legal issues. The separate attorney may be, or in addition to, a member of the Attorney General's Office.

SECTION A-14

Order of Procedure at Hearing

As nearly as may be, and subject to the discretion of the hearing officer, the hearing will be conducted as follows:

A. OPENING ANNOUNCEMENTS. The hearing officer will announce that the hearing is convened upon the call of the docket number and title of the case to be heard. The hearing officer will direct the Administrator to read the petition or complaint into the record. The hearing officer will note for the record any subpoenas issued, all appearances of record, and parties and their respective counsels of record present.

B. SWEARING OF WITNESSES. All witnesses who are present to give testimony in the hearing will arise, identify themselves, indicate on whose behalf testimony will be given, and be sworn in by the hearing officer.

C. OPENING STATEMENTS. Opening statements may be made at the discretion of the hearing officer.

D. PRESENTATION OF EVIDENCE - SUSPENSION OR REVOCATION CASES. For suspension or revocation cases, the complainant or his agent, counsel or representative will proceed to present the complainant's evidence. The licensee will then present his evidence in the same manner. Then complainant may present rebuttal evidence. Witnesses may be cross-examined by both parties. The licensee's exhibits or documents will be marked by letters of the alphabet beginning with "A". Complainant's exhibits or documents will be marked with numbers beginning with "1".

E. PRESENTATION OF EVIDENCE - DENIAL CASES. For denial cases, the applicant or his agent, counsel or representative will present applicant's evidence. The director will then present his evidence in the same manner. Then applicant may present rebuttal evidence. Witnesses may be cross-examined by both parties. All exhibits and documents offered by applicant will be marked by

letters of the alphabet beginning with "A". The director's exhibits or documents will be marked with numbers beginning with "1".

F. QUESTIONING BY HEARING OFFICER. The hearing officer, and any representative of the Office of the Attorney General advising the hearing officer, may impartially cross-examine any witness for purposes of clarification.

G. EVIDENCE ORDER CHANGES. The hearing officer may, in his discretion, allow evidence to be offered out of order.

H. CLOSING STATEMENTS. Closing statements will be permitted. The hearing officer may limit the time for such statements. No new evidence may be offered in closing arguments. The licensee or applicant will be permitted to make the last closing argument, if he so desires.

I. RECESSES. The hearing officer may recess the hearing upon request or on his own motion as he deems appropriate.

J. PARTICIPATION BY OTHER PARTIES. In addition to the statements, testimony, and documents introduced by a complainant, licensee, the director, or applicant, the hearing officer, in his discretion and upon written request, may permit other parties an opportunity to submit oral or written statements for the record. These statements will be limited to a narrative form. In no event will direct testimony or cross-examination be permitted by such other parties.

K. CLOSING ANNOUNCEMENTS. After all participants have been offered an opportunity to be heard, the hearing officer will excuse all witnesses and declare the evidence closed. The evidence in the case may be opened at a later date for good cause shown by the State Board of Education or hearing officer upon their own motion or upon motion of the complainant, or licensee, director, or applicant.

L. LEGAL MEMORANDA. On their own motion or upon the request of the State Board of Education and at the discretion of the hearing officer the complainant, licensee, director, applicant, Attorney General's Office, or interested parties may tender legal briefs.

M. CASE TAKEN UNDER ADVISEMENT. The hearing officer will declare that the case is to be taken under advisement and that the decision and order of the State Board of Education will be announced to all parties when made.

N. HEARING OFFICER'S REPORT. The hearing officer will report on the hearing to the State Board of Education. The report will contain a proposed decision with findings of fact and conclusions of law.

SECTION A-15

Applicability of Rules of Civil Procedure

The Rules of Civil Procedure of the State of Wyoming insofar as they may be applicable and not inconsistent with either the laws of the State of Wyoming which apply to the case or these regulations, will apply to all contested cases before the State Board of Education.

SECTION A-16

Attorneys

All persons appearing before the State Board of Education or its hearing officer in a hearing, or persons who have submitted a written response or made other appearance before the State Board of Education, have the right to represent themselves or be represented by an attorney of their choice. However, no attorney will be permitted to make statements, examine or cross-examine the witnesses on behalf of any party unless that attorney is licensed to practice law in the State of Wyoming; or if not so licensed, is associated with an attorney qualified to practice law in Wyoming. These rules will not be construed to prohibit any person from representing himself in any hearing before the State Board of Education; however, any person appearing personally must abide by these regulations, and the Rules of Civil Procedure referenced herein.

SECTION A-17

Attorney General to Assist in Hearings

In all matters before the State Board of Education, the Attorney General of Wyoming or a representative of his staff may be present throughout the hearing to assist and advise the hearing officer and/or State Board of Education.

SECTION A-18

Decisions, Findings of Fact, Conclusions of Law, Orders

The State Board of Education, following an opportunity for a full and complete hearing, will make and enter into the record a written decision and order containing findings of fact and conclusions of law based upon the evidence in the record. In addition, all matters which have been officially noticed by the State Board of Education

and taken into consideration as a basis for its decision will be noted in that decision. The report of the hearing officer will be given serious consideration, but is not binding on the State Board of Education. Decisions, findings of fact, conclusions of law and orders issued by the State Board of Education will be filed with the Administrator and will, without further action, become the final administrative decision in the contested case. The Administrator will, upon receipt of any decision and order, send a copy to all parties, with proof of receipt entered into the record.

SECTION A-19
Appeal to District Court

Appeal to the district court from the decision of the State Board of Education is governed by W.S. 9-4-114 and Rule 12 of the Wyoming Rules of Appellate Procedure.

SECTION A-20
Transcript in Case of Appeal

In case of appeal to the district court the party appealing will secure and file a transcript of the testimony and all other evidence offered at the hearing. The transcript must be verified by oath of the reporter who took the testimony as a true and correct transcript of the testimony and of the evidence in the case. The compensation of the reporter for making the transcript of the testimony and all other costs involved in such appeal will be born by the party prosecuting such appeal.

SECTION A-21
Regulations Not Applicable to Investigation

Nothing contained in these regulations will be applicable to independent investigative hearings which may be conducted and carried on by the State Board of Education or the State Superintendent, any administrative division within the department, or the Office of the Attorney General on behalf of the State Board of Education or State Superintendent.

SECTION A-22
Amendment of Rules

Any amendments to these regulations will be promulgated as required by the Wyoming Administrative Procedure Act (W.S. 9-4-101 through 9-4-115).

FORM 1
Caption

BEFORE THE WYOMING STATE BOARD OF EDUCATION

In re (Name of Applicant or Licensee,)) (Title of Document)
(("Applicant" or "Licensee"))

(Docket Number When Available)

FORM 2
Certificate of Service
(goes at end of document)

I, (name of person or attorney sending out document) declare that on this (day) of (month), 19 ____, I served copied of this document upon the following person(s) by (method of service: may be personal delivery, in which case the actual recipient, time and place of service must be listed here; or may be by mail, in which case it must be stated in what town the mail was deposited and that it was postage prepaid; also must state when certified mail was utilized):

(Name)
(Title)
(Address)

(Name)
(Title)
(Address)

_____
(Name of person making service)